

**CITY OF FLORENCE PLANNING COMMISSION**

**CITY CENTER – COUNCIL CHAMBERS**

**324 WEST EVANS STREET, FLORENCE, SC**

**TUESDAY, APRIL 11, 2023 – 6:00 P.M.**

**MEETING AGENDA**

- I. Call to Order**
  
- II. Invocation**
  
- III. Approval of Minutes** Regular meeting on March 14, 2023
  
- IV. Matter in Position for Action**  
  
PC-2023-10 Request for sketch plan review of the Gateway of Florence development, specifically identified as Florence County Tax Map Number 00122-01-054.
  
- V. Public Hearing and Matter in Position for Action**  
  
PC-2023-13 Request to annex and zone NC-10 the parcel located at 136 Wilson Road, specifically identified as Florence County Tax Map Number 90097-01-022.
  
- VI. Public Hearing and Matter in Position for Action**  
  
PC-2023-14 Review of the draft of the City of Florence 2020 Comprehensive Plan for recommendation to City Council.
  
- VII. Adjournment** Next meeting is scheduled for May 9, 2023.

**CITY OF FLORENCE, SOUTH CAROLINA  
PLANNING COMMISSION  
MARCH 14, 2023 MINUTES**

**MEMBERS PRESENT:** Drew Chaplin, Betty Gregg, Dorothy Hines, Charles Howard, Jerry Keith, Jr., Bryant Moses, and Vanessa Murray

**MEMBERS ABSENT:** Robby Hill and Mark Lawhon

**STAFF PRESENT:** Clint Moore, Derek Johnston, Alane Zlotnicki, and Bryan Bynum for IT

**CALL TO ORDER:** Chairman Drew Chaplin called the meeting to order at 6:02 p.m.

**INVOCATION:** Chairman Chaplin asked Mr. Keith to provide the invocation, which he did.

**APPROVAL OF MINUTES:** Chairman Chaplin asked Commissioners if any changes needed to be made to the February 14, 2023 meeting minutes. There being no changes, Ms. Hines moved to approve the minutes, Ms. Gregg seconded the motion, and the motion passed unanimously (7-0).

**EXECUTIVE SESSION:** Chairman Chaplin explained that the Commission was to go into executive session to receive an update on legal matters from Jim Peterson, the City attorney. Mr. Moore explained that it would probably take around fifteen minutes. Mr. Howard moved that the Commissioners enter into executive session; Ms. Gregg seconded, and the motion passed unanimously (7-0). The Commissioners were in executive session from 6:06 to 6:28 p.m., at which point they returned to open session and resumed the meeting.

**PUBLIC HEARINGS AND MATTERS IN POSITION FOR ACTION:**

**PC-2023-07 Request to zone RG-3, pending annexation, the parcels located off East Crawford Avenue, specifically identified as Florence County Tax Map Numbers 00179-01-006, 00179-01-007, and 90132-03-015.**

Chairman Chaplin read the introduction to PC-2023-07 and asked staff for their report. Mrs. Zlotnicki gave the staff report as submitted to the Planning Commission. She explained that questions regarding street access and provision of water and sewer have been resolved and the next step following annexation will be sketch plan review. Chairman Chaplin asked Mrs. Zlotnicki if the issues of access and water and sewer availability have been resolved to staff's satisfaction; she said they have been.

Chairman Chaplin asked if the commissioners had any other questions for staff. There being none, he opened the public hearing.

Mr. Thaddeus Driggers of 2300 Broad Drive spoke first. His house is next to the access point on East Crawford Drive. He expressed his concerns with the existing difficulties in getting out of the neighborhood onto Pamlico Highway and stated that additional houses would add to those difficulties. He asked how many houses were being proposed. Mr. Moore explained that the official sketch plan has not been submitted yet; this is the annexation and zoning phase of the process. He said that any subdivision with one hundred or more lots triggered the requirement of a traffic study by the developer. The SCDOT maintains the roads in the area and may require one as well, but that would occur during the sketch plan and development plan review process.

Mr. Driggers asked if there was a size requirement for the houses being built. Chairman Chaplin and Mr. Moore explained that the zoning regulated the lot area, which generally limits the size of the house, but the City doesn't regulate the size of the houses.

Mr. Driggers asked about the timeline on road construction; Mr. Moore said staff didn't know.

Mr. Chad Hall spoke on behalf of the applicant. He said it's about 56 acres in the county. They want to zone it RG-3 because they liked the lot sizes and open space options. He quoted the objective of the Comprehensive Plan regarding infill around developed areas in Florence as part of their reason behind the choice of these parcels for a subdivision. He said they do not intend to build anything but single family homes. The extension of East Crawford Drive would be the secondary access point; the main access would be from the extension of Brehenan Drive. He said they were waiting to confirm annexation and zoning before working on the sketch plan.

Mr. Howard asked for clarification on the secondary access; Mr. Hall identified its location on the map as being an extension of East Crawford Drive. He said the primary access would be Brehenan Drive. Chairman Chaplin asked if that road was wide enough. Mr. Hall said they were anticipating improvements of that road.

Ms. Murray asked if the neighbors had been notified; Mrs. Zlotnicki said letters had been sent out twice.

There being no one else to speak either for or against the request and no other questions or comments, Chairman Chaplin closed the public hearing and called for a motion.

Mr. Moses moved to approve the request as submitted; Ms. Gregg seconded the motion, and the motion passed unanimously (7-0).

**PC-2023-09 Request for sketch plan review of The Grove at Ebenezer townhouses, specifically identified as a portion of Florence County Tax Map Number 00075-01-214.**

Chairman Chaplin read the introduction to PC-2023-09 and asked staff for their report. Mr. Johnston gave the staff report as submitted to the Planning Commission, explaining that this is Phase III consisting of 13 buildings with 79 units. Chairman Chaplin asked if the developer and engineer had rectified earlier discrepancies that staff had with the sketch plan; Mr. Johnston said that the plan was in compliance now and it would go through the usual development plan review process.

Chairman Chaplin asked if the commissioners had any other questions for staff. There being no other comments or questions, Chairman Chaplin called for a motion. Ms. Hines moved that the request be approved as submitted; Ms. Murray seconded, and the motion passed unanimously (7-0).

**PC-2023-10 Request for sketch plan review of the Harmony Street development, specifically identified as Florence County Tax Map Number 00122-01-054.**

Mr. Johnston explained that the applicants have asked to defer the request until the April 11 meeting. Chairman Chaplin agreed to the deferral and moved on to the next item.

**PC-2023-11 Request to zone RG-3, pending annexation, phase I of Smith's Field subdivision, located off Smith Drive, identified as a portion of Florence County Tax Map Number 00100-01-093.**

Chairman Chaplin read the introduction to PC-2023-11 and asked staff for their report. Mrs. Zlotnicki gave the staff report as submitted to the Planning Commission. Mr. Moore explained that this is a unique situation in that the property was developed and permitted in the County and then the builder asks to annex the entire phase at once to avoid a checkerboard situation. The details are outlined in the development agreement, which will be addressed in the next agenda item. The development agreement locks in the zoning standards for future development and requires each phase to annex upon development of the property.

Chairman Chaplin asked if the commissioners had any other questions for staff. There being none, he opened the public hearing.

Ms. Robin Isgett of 3022 Woodbine Avenue, president of the neighborhood association for Botany Acres, spoke first. She said their main concern is with additional traffic. She asked if a traffic study had been done yet. Mr. Moore explained that the sketch plan was approved by the County and a traffic study would have been required similar to the City's requirement.

Ms. Isgett said that Woodbine Avenue is a mile long straight road and residents of the Reserve on Smith Drive as well as everyone in Botany Acres uses it to access the only traffic light onto West Palmetto Street at Botany Drive. She is concerned that the traffic study didn't take that into account. Additionally, there is a sinkhole on Smith Drive that keeps getting larger.

Mr. Moore said the City would look at the sinkhole, and that traffic concerns will be forwarded to SCDOT since these are state roads.

Mr. Gary Williams of 2924 Woodbine Avenue spoke next; he reiterated the concerns expressed by Ms. Isgett. He said he's asked about having four way stops installed on Woodbine Avenue but there are City, state, and County roads in Botany Acres. He asked about putting another traffic light at Smith Drive and West Palmetto Street. He asked if the traffic study had been done yet; Mr. Moore said the development was approved by Florence County and to our knowledge the traffic study had been approved by the County.

There being no one else to speak either for or against the request and no other questions or comments, Chairman Chaplin closed the public hearing and called for a motion. Mr. Howard moved that the request be approved as submitted, with the recommendation that staff look at traffic issues brought up by the residents; Mr. Keith seconded, and the motion passed unanimously (7-0).

**PC-2023-12 Request for the City of Florence to enter into a Development Agreement with phase I of Smith's Field subdivision, located off Smith Drive, identified as a portion of Florence County Tax Map Number 00100-01-093.**

Chairman Chaplin read the introduction to PC-2023-12 and asked staff for their report. Mrs. Zlotnicki gave the staff report as submitted to the Planning Commission, explaining that the Commissioners had a copy of the Development Agreement in front of them. Mr. Moore further explained that the purpose of the agreement was to ensure that conditions wouldn't change for a developer; such an agreement had been entered into with The Grove, and as each phase is developed, it requires sketch plan and annexation. It also ensures that the developers annex as each phase is built out. He said that they added assurances that roads and other infrastructure would be maintained by the developer for the first two years and then the City would take responsibility for them.

Chairman Chaplin asked if the commissioners needed to scrutinize the agreement; Mr. Moore said no, the staff and City attorney had done that for them. He asked if anyone had any other questions for staff. There being none, he opened the public hearing.

There being no one to speak either for or against the request and no other questions or comments, Chairman Chaplin closed the public hearing and called for a motion. Mr. Moses moved that the Development Agreement be approved as submitted, Ms. Hines seconded, and the motion passed unanimously (7-0).

**ADJOURNMENT:** There being no other business, Chairman Chaplin asked for a motion to adjourn. Mr. Moses moved to adjourn. Mr. Howard seconded, and the motion passed unanimously (7-0). Chairman Chaplin adjourned the meeting at 7:07 p.m. The next meeting is scheduled for April 11, 2023.

Respectfully submitted,  
Alane Zlotnicki, AICP  
Senior Planner

**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT  
STAFF REPORT TO THE  
CITY OF FLORENCE PLANNING COMMISSION  
APRIL 11, 2023**

**AGENDA ITEM: PC-2023-10 Request for sketch plan review of the Gateway of Florence development, specifically identified as Florence County Tax Map Number 00122-01-054.**

**I. IDENTIFYING DATA:**

**TMN: 00122-01-054 Total Acreage: 24.64 Zoned: RG-3**

<b>Owner:</b>	<b>Developer:</b>
<b>MAIB Investment Properties, LLC</b>	<b>Gateway of Florence</b>

**II. CURRENT STATUS/PREVIOUS ACTION TAKEN:**

This issue is before the Planning Commission for Sketch Plan approval and has not been considered.

**III. GENERAL BACKGROUND DATA:**

**Current Zoning:** Residential General-3 (RG-3)  
**Current Use:** Wooded Lot - undeveloped  
**Proposed Use:** 70 multi-family units and 12 single family lots

**IV. SURROUNDING LAND USE AND ZONING:**

**North:** Destination/Select Use (DS) - undeveloped  
**South:** Neighborhood Conservation-6.1 (NC-6.1) – single family detached  
**East:** Neighborhood Conservation-6.1 (NC-6.1) – single family detached  
**West:** Florence County: B-5 Light Industrial and B-6 Industrial

**V. POINTS TO CONSIDER:**

- (1) The 24.64 acre lot is zoned RG-3. The applicant plans to build 70 multi-family units and provide 10 single family parcels. According to Table 2-4.1.1 “Residential Development Standards”, multi-family development is permitted in the RG-3 zoning district under certain conditions. Those conditions and minimum development standards for the project are:
  - a. A minimum of 60% (14.78 acres) of the total parcel must be set aside for open space: 63% (14.89 acres) has been set aside for open space;
  - b. The maximum gross density is 15.29 units per acre: the density proposed is 3.24 units per acre;
  - c. The minimum area of development is 15 acres: this parcel is 24.64 acres;
  - d. A minimum of 40% (3.66 acres) of the proposed developed area consisting of 9.16 acres must be dedicated to single family detached housing: 4.96 acres are proposed;
  - e. The development is separated from an adjoining residential district or use by either a local street or a Type C bufferyard (25’ width) or equivalent; and
  - f. A maximum number of 24 units per dwelling per floor is permitted.

- (2) City water and sewer services are available to the property. The property's stormwater system is under the jurisdiction of the City of Florence's Municipal Separate Storm Sewer System (MS4) requiring plan approval by the City's Engineering Department and inspections for compliance to be conducted by the City's Compliance Assistance Department.
- (3) Upon staff review, clarification of items within the Sketch Plan were needed. The Sketch Plan is compliant with the *Unified Development Ordinance*.
- (4) The applicant will conduct, and City Staff will review a Traffic Study prior to Development Plan approval.
- (5) Following Sketch Plan approval, the developer will be required to submit a detailed Development Plan package for staff review prior to any construction taking place.

**VI. OPTIONS:**

Planning Commission may:

- (1) Recommend approval of the request as presented based on the information submitted.
- (2) Defer the request should additional information be needed.
- (3) Suggest other alternatives.
- (4) Recommend denial of the request based on information submitted.

**VII. ATTACHMENTS:**

- A) Vicinity Map
- B) Location Map
- C) Zoning Map
- D) Future Land Use Map
- E) Proposed Sketch Plan

Attachment A: Vicinity Map

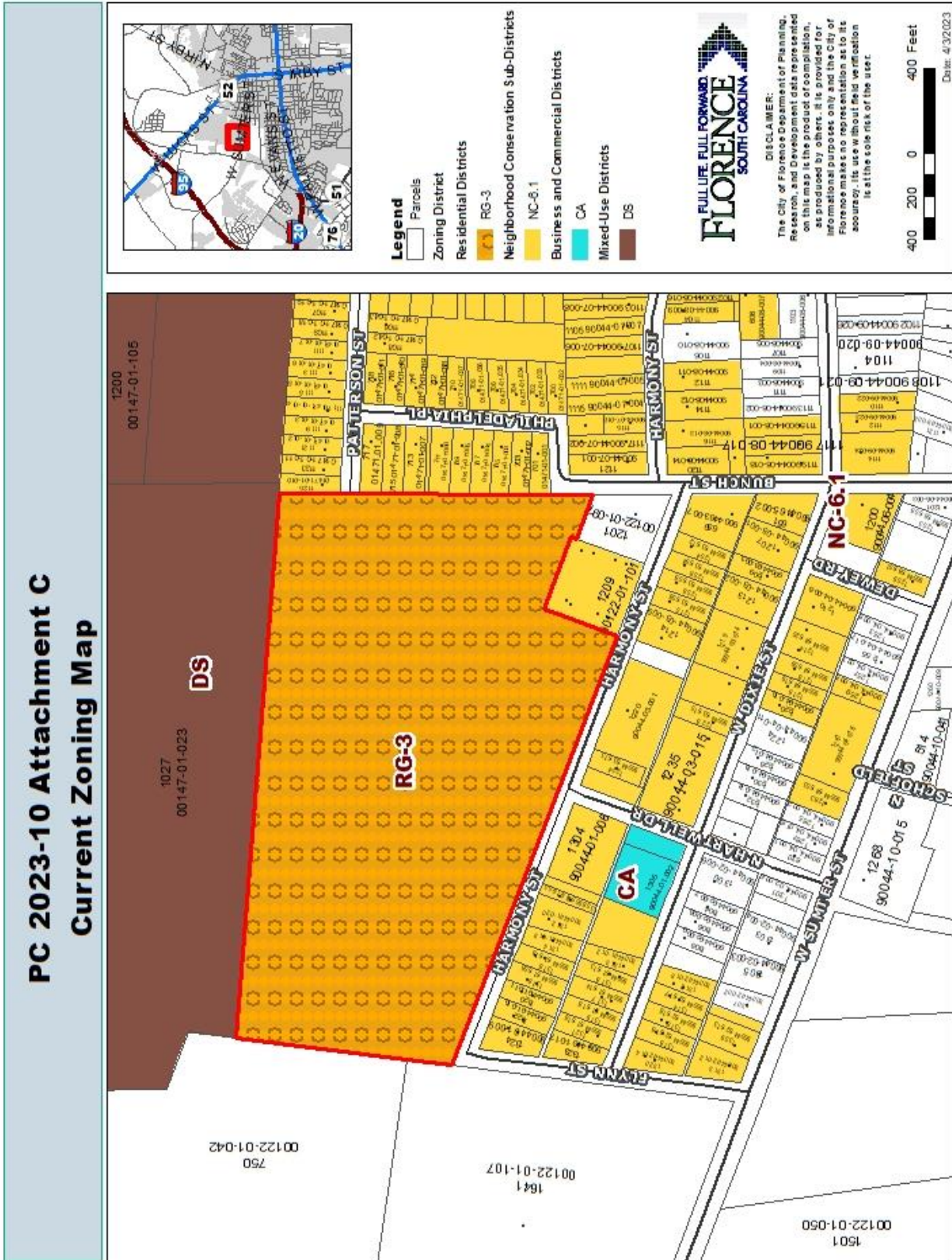




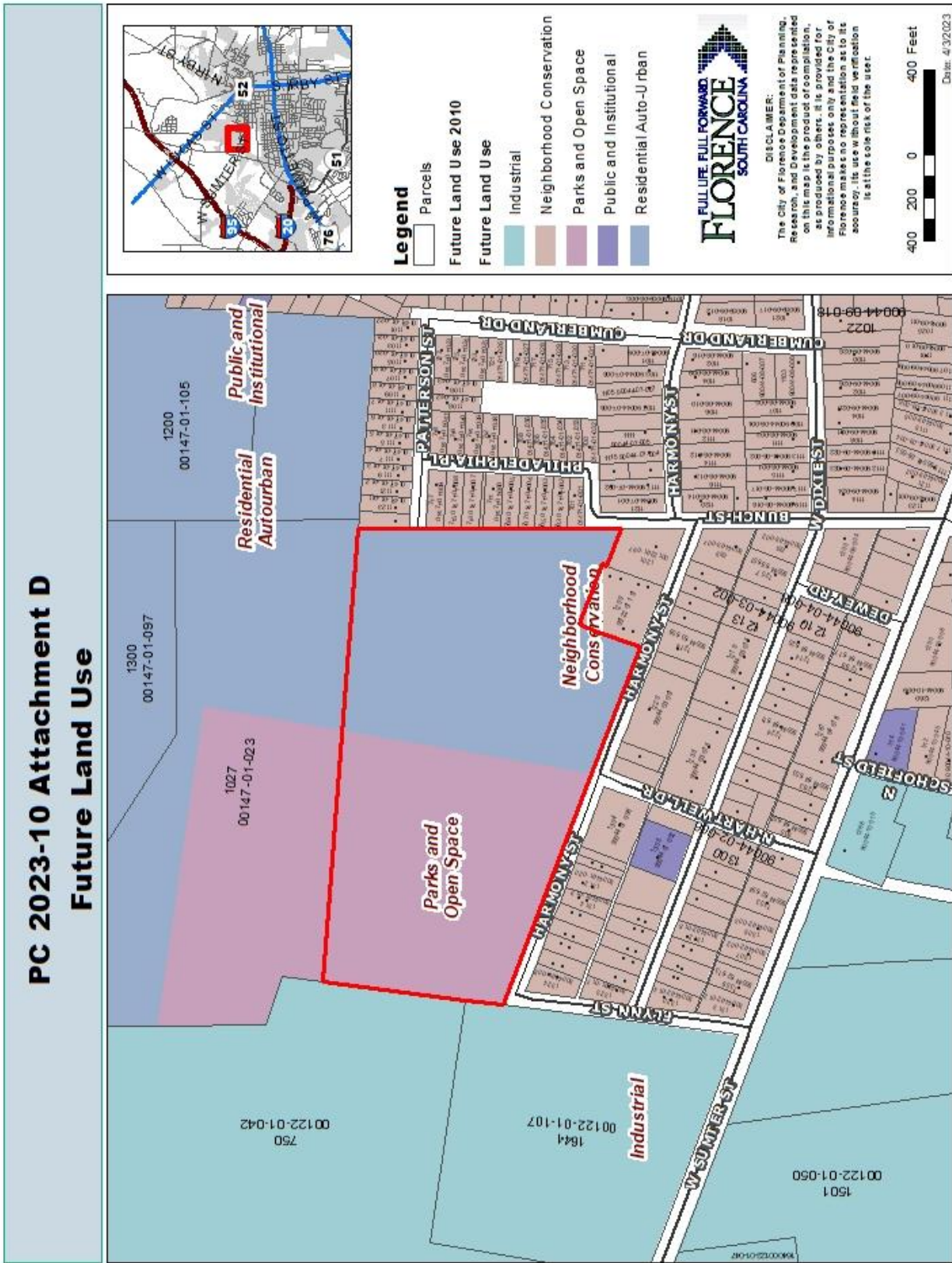
Attachment B: Location Map



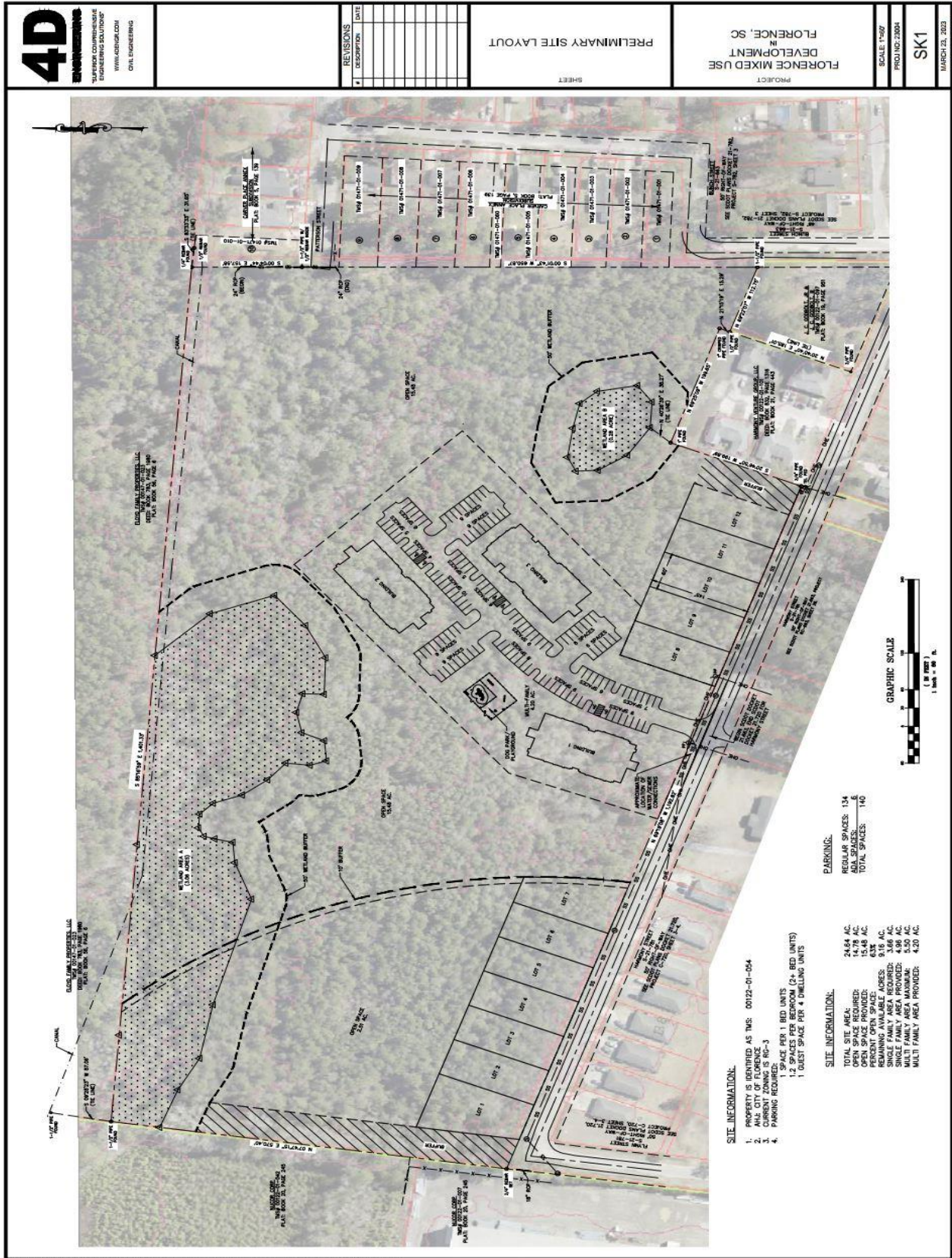
Attachment C: Zoning Map



Attachment D: Future Land Use



Attachment E: Proposed Sketch Plan



REVISIONS	DATE

PRELIMINARY SITE LAYOUT  
SHEET

PROJECT  
FLORENCE MIXED USE  
DEVELOPMENT  
FLORENCE, SC

SCALE: 1"=80'  
PROJ. NO.: 2004  
SK1  
MARCH 23, 2023

**SITE INFORMATION:**

- PROPERTY IS IDENTIFIED AS TMS: 00122-01-004
- EXISTING ZONING IS R2-3
- CURRENT ZONING IS R2-3
- PARKING REQUIRED: 1.2 SPACES PER BEDROOM (24-BED UNITS)  
1 GUEST SPACE PER 4 DWELLING UNITS

**SITE INFORMATION:**

TOTAL SITE AREA:	24.64 AC.
AREA COVERED BY BUILDINGS:	15.48 AC.
PERCENT OPEN SPACE:	63%
REMAINING AVAILABLE OPEN SPACE:	9.16 AC.
AREA COVERED BY WELAND BUTTER:	100,000 SQ. FT.
SINGLE FAMILY AREA PROVIDED:	4.98 AC.
MULTI FAMILY AREA MAXIMUM:	5.50 AC.
MULTI FAMILY AREA PROVIDED:	4.20 AC.

**PARKINGS:**

REGULAR SPACES:	134
TOTAL SPACES:	140

**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT  
STAFF REPORT TO THE  
CITY OF FLORENCE PLANNING COMMISSION  
APRIL 11, 2023**

**AGENDA ITEM:      PC-2023-13      Request to zone NC-10, pending annexation, 136 Wilson Road, specifically identified as Florence County Tax Map Number 90097-01-022.**

**I. IDENTIFYING DATA:**

Owner	Tax Map Numbers
George Quinn Scipio III	90097-01-022

**II. CURRENT STATUS/PREVIOUS ACTION TAKEN:**

This issue is before the Planning Commission for public hearing and recommendation to City Council. It has not been considered, nor has any previous action been taken, by the Planning Commission.

**III. GENERAL BACKGROUND DATA AND SURROUNDING ZONING AND USES:**

**Current Zoning:** R-2 (County)  
**Proposed Zoning:** Neighborhood Conservation-10 (NC-10)  
**Current Use:** Single-Family Residence  
**Proposed Use:** Single-Family Residence

**North:** NC-10: single family detached residential  
**South:** R-2 (County) and NC-10: single family detached residential  
**East:** R-2 (County) and NC-10: single family detached residential  
**West:** NC-10: single family detached residential

**IV. POINTS TO CONSIDER:**

- (1) The lot is currently in the County but is surrounded largely by lots which are in the City limits. Properties are zoned R-2 outside of municipal City limits and NC-10 within the City limits.
- (2) The proposed zoning, pending annexation, is Neighborhood Conservation-10. The only use permitted under the proposed zoning is single-family residential characterized by medium sized lots.
- (3) The lot meets the dimensional requirements of the NC-10 zoning district for single family detached houses per the City of Florence *Unified Development Ordinance*. There is already a single family house on the lot.

- (4) The only uses that may be developed under the proposed zoning, per the City of Florence *Unified Development Ordinance*, are those permitted in the NC-10 Neighborhood Conservation zoning district. The property will be subject to the City of Florence codes and regulations.
- (5) Land uses of the adjacent properties are all single family detached houses.
- (6) Future Land Use of the parcels is Neighborhood Conservation.
- (7) City water and sewer services are available.
- (8) City staff recommends the lot be zoned Neighborhood Conservation-10 as requested, contingent upon annexation into the City of Florence. This recommendation is based on the nearby zoning, the current use of the lot, and the character of the existing neighborhood.

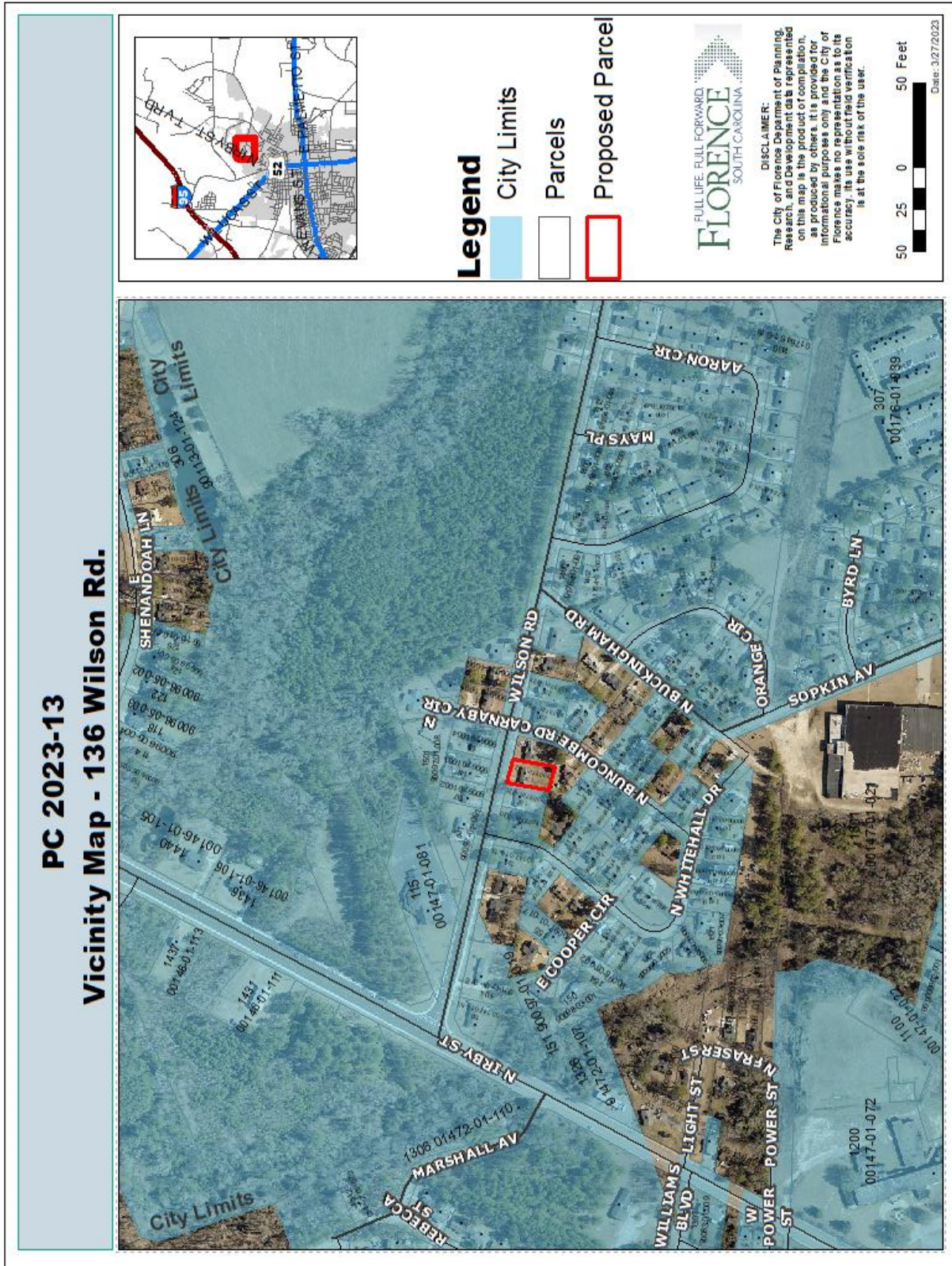
## **V. OPTIONS:**

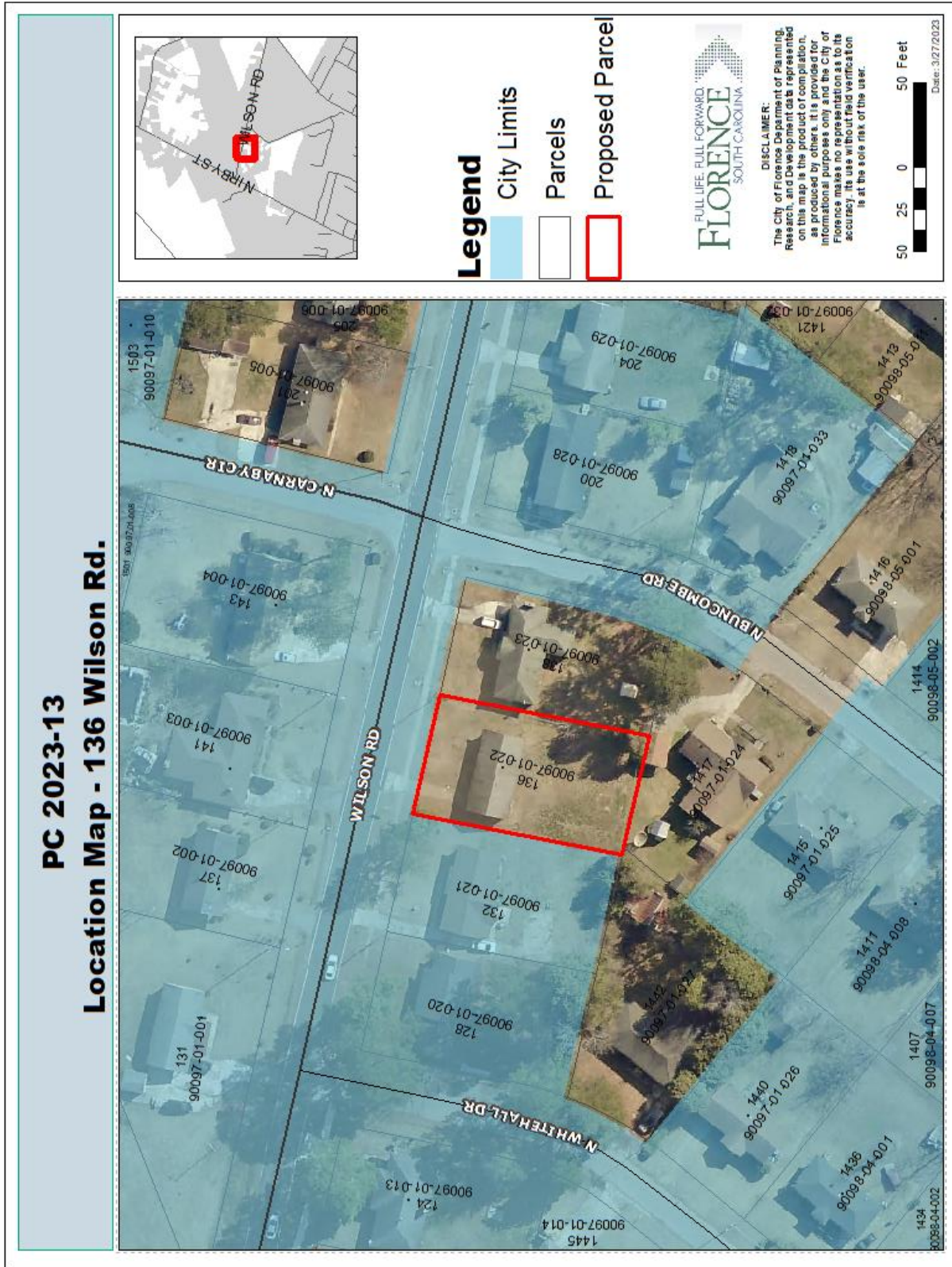
Planning Commission may:

- (1) Recommend approval of the request as presented based on the information submitted.
- (2) Defer the request should additional information be needed.
- (3) Suggest other alternatives.
- (4) Recommend denial of the request based on information submitted.

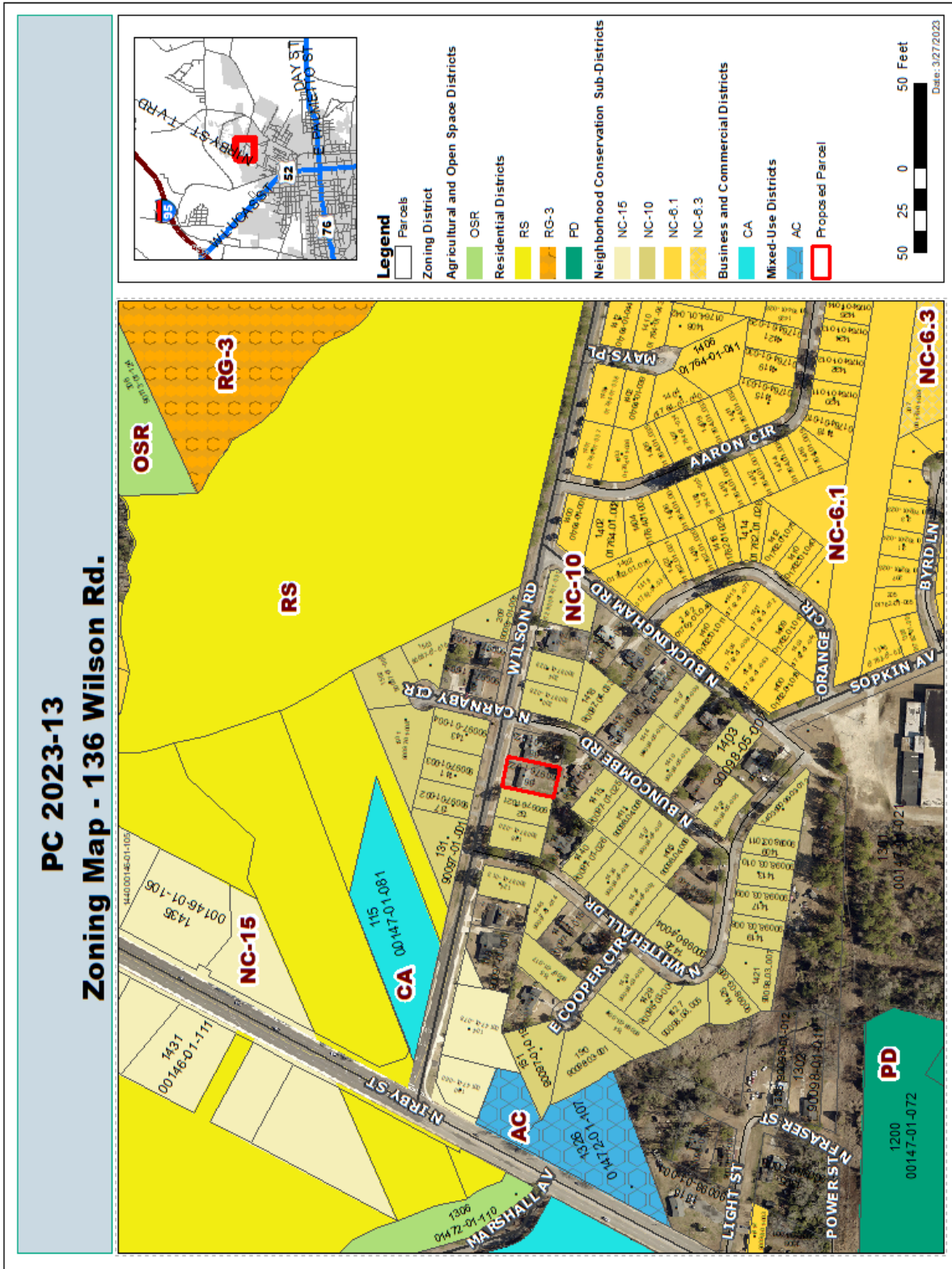
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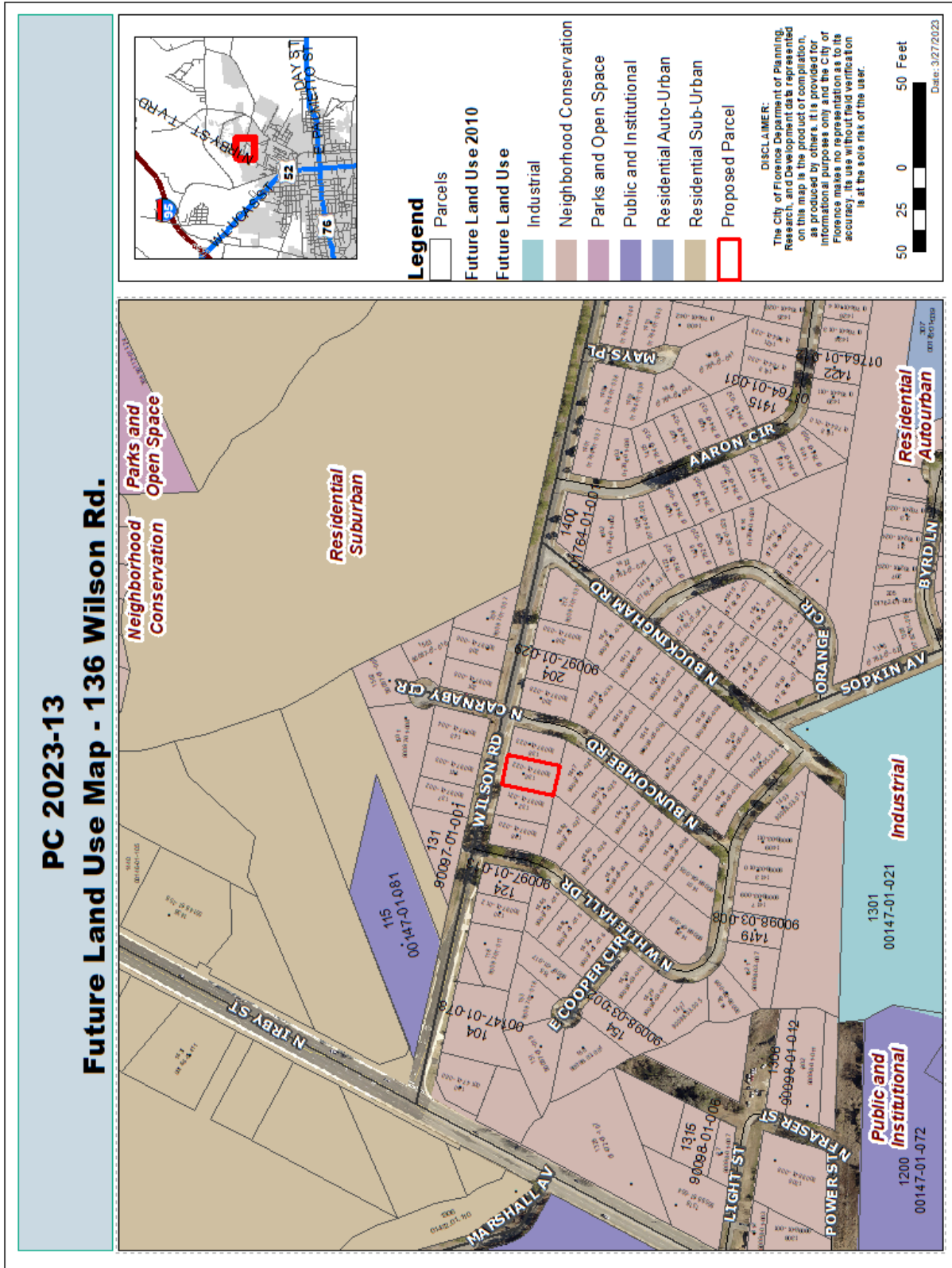
- A) Vicinity Map
- B) Location Map
- C) Current Zoning Map
- D) Future Land Use Map
- E) Site Photo











Attachment E: Site Photo



**DEPARTMENT OF PLANNING, RESEARCH & DEVELOPMENT  
STAFF REPORT TO THE  
CITY OF FLORENCE PLANNING COMMISSION  
APRIL 11, 2023**

**AGENDA ITEM:     PC-2023-14     Review of the draft of the City of Florence 2020  
Comprehensive Plan for recommendation to City Council.**

**I. CURRENT STATUS/PREVIOUS ACTION TAKEN:**

This issue is before the Planning Commission for review and recommendation to City Council. It has not been considered, nor has any previous action been taken, by the Planning Commission.

**II. POINTS TO CONSIDER:**

- 1) The comprehensive plan is a collective vision for the future that outlines realistic goals and suggests strategies for obtaining them. It is a plan for guiding development and redevelopment over a twenty-year period. A strong Comprehensive Plan is one based upon input from community stakeholders, city staff, residents, and public officials. The backbone of all healthy, thriving communities is a current, relevant comprehensive plan.
- 2) City staff worked with Kendig Keast Collaborative (KKC), APD Urban Planning and Management (APD), and CDM Smith to develop the Comprehensive Plan and provide public outreach during the process.
- 3) Development of the Comprehensive Plan began in February 2020, and was significantly delayed due to the pandemic.
- 4) Public meetings with residents, City staff, stakeholders, focus groups, and public officials were held in-person and virtually throughout the development of the Comprehensive Plan
- 5) Housing and neighborhoods, historic and cultural resources, downtown revitalization, city-wide economic development, community character, property development and redevelopment, and transportation were the focus of the discussions to identify areas for improvement. Strategic goals and initiatives that would facilitate the advancement of these identified areas were then developed.
- 6) The draft Comprehensive Plan was presented to City Council and various department directors during the council retreat in February 2023. It was then presented to members of the council in joint meetings with members of the Planning Commission in March 2023. Additionally, the Comprehensive Plan was made public on the City's website in February to allow further comment and input from other stakeholders and residents.
- 7) The Comprehensive Plan consists of nine chapters:

1. **Plan Introduction** – this chapter provides a baseline of why we develop a Comprehensive Plan, how best to use and apply the plan, introduces the plan elements, and establishes our guiding principles.
2. **Growth Capacity** – this chapter establishes a framework on expected growth and how to meet the capacity demands the City will see in the future. Areas of focus are on the expansion of City limits through annexation, growth and fiscal management of utilities in conjunction with development and redevelopment, stormwater management, and economic and fiscal resilience.
3. **Land Use and Development** – this chapter focuses on the considerations and vision of growth, development (residential and commercial), and zoning. Concerns with sprawl, quality, and sustainability of housing are addressed through recommended programs and initiatives. Additionally, continued focus on the city’s gateways and corridors is addressed.
4. **Housing and Neighborhoods** – unlike many communities, the City of Florence emphasizes its housing and neighborhoods and identifies them as a key economic driver for our city and region. Continued focus on our historic neighborhoods and their preservation and redevelopment are emphasized, along with further emphasis on infill and increasing residential construction in and around downtown.
5. **Transportation** – this chapter emphasizes the collaboration with the many organizations that take the lead in the areas of public transportation, the maintenance of our corridors, and how and where there are opportunities for the City of Florence to implement programs and initiatives. Areas identified for improvements and continued partnerships include our public transit system, gateways and corridors, pedestrian and bicycle connections, and the trail system.
6. **Economic Development** – this chapter focuses on the operation, maintenance, and expansion of our utility system and the role it plays in the area of economic development, a reinforcement of Florence’s position as the economic hub of the Pee Dee, continued partnerships with primary, secondary, and higher education leaders, and continued efforts with our downtown redevelopment.
7. **Recreation and Amenities** – focusing on the previous success of the many new facilities and reinvestment seen within our sports complexes, parks, and community centers, this chapter looks to build upon those efforts and establishes new goals and initiatives for our trail system, bike and pedestrian access, continued reinvestment within our parks, and continued efforts in creating amenities for our residents and visitors.
8. **Plan Implementation** – this chapter outlines and highlights how the City and its partners can best implement the goals and initiatives presented throughout the Comprehensive Plan. It provides a timeline and suggested objectives that the City should focus on in year one, years two through four, and then from five years out.
9. **Existing City Report** – the existing City report provides a snapshot of the current physical, fiscal, and demographic status of the City and anticipated projections on different aspects that influence our growth and development.

### III. STAFF RECOMMENDATION:

The 2020 Comprehensive Plan has been prepared acknowledging the accomplishments the City has made since 2010, and focuses on the challenges still to be met. It addresses key issues that will help Florence fully realize its potential, and a path on how to meet that potential. The Plan responds to the concerns of a variety of stakeholders and lays out realistic strategies for accomplishing these goals. Staff recommends approval of the Plan as prepared.

### IV. OPTIONS:

Planning Commission may:

- (1) Recommend approval of the Plan as presented based on the information submitted.
- (2) Defer the review should additional information or time be needed.
- (3) Suggest other alternatives.
- (4) Recommend denial of the Plan based on the information submitted.

#### **V. ATTACHMENTS:**

The City's 2020 Comprehensive Plan is publicly available on the City's website and at [https://www.cityofflorence.com/sites/default/files/uploads/florence\\_comprehensive\\_plan\\_draft\\_january\\_2023.pdf](https://www.cityofflorence.com/sites/default/files/uploads/florence_comprehensive_plan_draft_january_2023.pdf) , and the City map is available at [https://www.cityofflorence.com/sites/default/files/uploads/florence\\_comprehensive\\_plan\\_-\\_future\\_land\\_use\\_character\\_map\\_draft\\_january\\_2023.pdf](https://www.cityofflorence.com/sites/default/files/uploads/florence_comprehensive_plan_-_future_land_use_character_map_draft_january_2023.pdf) .